

STANDARDS OF APPRENTICESHIP

DEVELOPED BY THE

VIRGINIA BOARD FOR BARBERS

AND THE

DIVISION OF APPRENTICESHIP TRAINING

VIRGINIA DEPARTMENT OF LABOR AND INDUSTRY

Revised February 6, 1995

These minimum standards approved and registered with the Virginia Apprenticeship Council have been developed to comply with Chapter 6 of Title 40.1, Code of Virginia, Voluntary Apprenticeship Act.

PURPOSE

The purpose of these standards is to establish minimum requirements for the training of apprentices in accordance with the Virginia Barber Statutes.

FORWARD

Recognizing the necessity for the development of highly skilled and efficient practitioners in the profession and to establish procedures for the training of apprentices as required by the Virginia Barber Statutes, the Virginia Board for Barbers has formulated this plan as a guide to employers seeking approval to train apprentices and to establish minimum standards for training.

1. **DEFINITIONS**

- A. **"Sponsor"** shall mean the employer, or group of employers in a barber shop approved to train apprentices in accordance with the Virginia Board for Barbers Rules and Regulations.
- B. **"Registration Agency"** shall mean the Virginia Apprenticeship Council.
- C. **"Apprenticeship Agreement"** shall mean a written agreement between the sponsor and the person employed as an apprentice, his/her parent or guardian (if a minor), and which has been approved and registered with the registration agency. The Apprenticeship Agreement shall contain the names, signatures, and addresses of the contracting parties and date of birth of the apprentice. Additionally, the Apprenticeship Agreement shall contain a statement covering the terms and conditions of the employment and training, a statement of the trade to be learned, a schedule of the trade processes, and a requirement that the apprentice shall take instruction in subjects related to his/her trade.
- D. **"Apprentice"** shall mean a person at least 16 years of age who, as a principal occupation, is engaged in learning and working in the trade of barbering under these Standards, and who is covered by written agreement with the sponsor providing for his/her training in accordance with these Standards of Apprenticeship, and who is registered with the Virginia Apprenticeship Council.
- E. **"Supervisor of Apprentices"** shall mean the person(s) designated by the sponsor to perform the duties outlined in the standards of Apprenticeship.
- F. **"Standards of Apprenticeship"** shall mean this entire document, including these definitions.
- G. **"Board"** shall mean the Virginia Board for Barbers.

2. **POLICY STATEMENT, QUALIFICATIONS AND EQUAL EMPLOYMENT OPPORTUNITY PLEDGE**

A. **Policy Statement**

On or after the date these Standards are adopted, it shall be the policy of the sponsor that all apprentices employed shall be governed by the terms of these Standards of Apprenticeship, a copy of which shall be provided for the sponsor who will make it available to the apprentice for review, upon request.

B. Qualifications for Apprenticeship

1. Be at least 16 years of age.
2. Be physically able to perform the work.

C. Equal Employment Opportunity Pledge

The recruitment, selection, employment and training of apprentices shall be without discrimination because of race, color, religion, national origin or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30, and the Virginia State Plan. *I hereby agree to train apprentices in accordance with the program outlined above, which is based on the Standards established by the Virginia Apprenticeship Council.*

3. CREDIT FOR PREVIOUS EXPERIENCE

- A. An apprentice may be allowed credit on the term of apprenticeship for that portion of experience, whether with the sponsor or elsewhere; which is equivalent to that which he/she would have received under these Standards.
- B. An apprentice transferring from a barber school to the apprenticeship program will be allowed credit for training received on the basis of two (2) hours of apprenticeship for each hour of school training.
- C. Cosmetology apprentices or students who transfer from cosmetology to barbering may receive no more than fifty percent (50%) credit for their previous experience or training towards the term of apprenticeship.

4. APPRENTICESHIP AGREEMENT

- A. The apprentice shall sign a written agreement, said agreement shall also be signed by the sponsor and registered with the registration agency.
- B. This agreement shall contain a clause making the terms of these Standards a part of said agreement.
- C. The following parties shall receive a copy of this agreement properly executed:
 1. the apprentice
 2. the sponsor
 3. the registration agency
 4. other regulatory boards and government agencies, when appropriate.

5. TERM OF APPRENTICESHIP

- A. The minimum term of apprenticeship shall be 3,000 hours or 18 months (1 1/2 years) of work experience supplemented by the required related study. Credit for previous experience will be included in the required 3,000 hours.
- B. Overtime hours worked will not be credited to the term of apprenticeship.

6. RESPONSIBILITIES OF THE APPRENTICE

- A. The apprentice agrees to be punctual and regular in attendance and proper in conduct. He/she agrees to apply himself/herself with diligence and endeavor to perfect himself/herself in the practices of his/her profession.
- B. The apprentice further agrees to keep a daily record of work experience practiced on the job and to keep such record book at the place of training for review by concerned parties.
- C. The apprentice will receive a certification card from the apprenticeship representative. The card must be posted in the apprentice's work area and shall be accessible and visible to the public.

7. SUPERVISION OF APPRENTICES

The sponsor shall designate a supervisor of apprentices whose duties will be to see that the apprentice receives proper training. The supervisor will aid the apprentice in all phases of on-the-job-training, as well as review and grade monthly the apprentices' record book. The supervisor will notify the registration agency if the apprentice leaves the program prior to completion. The apprentice must be under the supervision of a licensed barber while performing any procedures on a patron.

8. SCHEDULE OF WORK PROCESS

The apprentice shall be given instruction and work experience in all branches of the trade listed in the work processes. The work processes shall be included in the apprenticeship agreement. A condensed schedule of the major divisions of the trade is recorded on the Appendix X.

9. RELATED INSTRUCTION

- A. Each apprentice employed under these Standards shall enroll in and satisfactorily complete the required related study as prescribed by the Virginia Board for Barbers and approved by the Virginia Department of Education.
- B. Credit for related training received prior to entering apprenticeship will be granted by the Department of Education upon receipt and evaluation of evidence of said training.

10. PERIODIC EVALUATION

The progress of each apprentice's job performance and related instruction shall be subject to a periodic review prior to the expiration of each wage period. Should a review reveal a lack of interest or ability on the part of the apprentice, the apprentice will be informed of the deficiency and may be placed on a probation for a sufficient period to determine improvement or failure.

At the end of the probationary period, if the apprentice has not shown acceptable improvement, the apprenticeship may be suspended or revoked. The sponsor will provide written notice of the final action taken to the apprentice and the Virginia Apprenticeship Council.

11. HOURS OF WORK

The hours of work for the apprentice shall be the same as for other employees and in compliance with all labor laws concerning hours of work.

12. APPRENTICE WAGES

- A. The apprentice wage will be determined by the individual sponsor or apprenticeship committee, if one exists. The apprentice wage may be a progressive percentage scale or, if desired, it may be the prevailing journeyman percentage with increased compensation resulting from increased speed and skill and an established line of customers.
- B. UNDER NO CIRCUMSTANCES SHALL AN EMPLOYER CHARGE AN APPRENTICE A FEE FOR APPRENTICESHIP TRAINING.

13. LAY-OFF, SUSPENSION, CANCELLATION AND REINSTATEMENT OF APPRENTICES

In the event it shall become necessary to lay off journeymen, apprentices may be laid off in the commensurate ratio of apprentices to journeymen in the craft. Provided however, any apprentice laid off under these Standards shall be entitled to seniority standing before any new apprentices shall be registered.

14. CERTIFICATE OF COMPLETION OF APPRENTICESHIP

- A. Upon completion of both phases of apprenticeship training, the apprentice shall be awarded a Certificate of Completion by the Virginia Apprenticeship Council. Completion of the apprenticeship program qualifies the apprentice to take the barber licensing examination.
- B. If the apprentice fails the examination, he/she will be automatically extended for no more than six (6) months from the date of the letter notifying him/her of his/her failure. He/she will have to retake the examination, within the six-month period.

15. RELATIONSHIP OF STANDARDS TO VIRGINIA BARBER STATUTES

Nothing in these Standards shall be interpreted in a manner inconsistent with the existing Virginia Barber Statutes.

16. TRANSFER OF APPRENTICES

If and when a sponsor is unable to carry out the operation of training, the apprentice may be transferred with credit for previous training to another qualified sponsor.

17. SAFETY AND HEALTH TRAINING

The sponsor shall instruct the apprentice in safe and healthful work practices and shall insure that the apprentice is trained in facilities and other environments that meet the Virginia Occupational Safety and Health Standards developed pursuant to the Federal Occupational Safety and Health Act.

18. APPROVAL OF BARBER SHOP FOR APPRENTICE TRAINING

Upon request for information on apprenticeship training from a shop owner or manager, the Apprenticeship Representative will contact the shop owner or manager and, if approval to train apprentices is desired, the shop will be approved in accordance with the Barber Rules and Regulations currently in effect.

19. PROBATIONARY PERIOD

Each apprentice shall be subject to a probationary period of at least 500 hours. During this period, annulment of the apprenticeship agreement may be made upon request of either party, with due notice being given the registration agency and the Board.

20. NUMBER OF APPRENTICES

No barber shop that has been approved for apprenticeship training shall have in its employ at any one time more than one (1) registered apprentice per three (3) registered barbers or fraction thereof. Any approved shop with less than three (3) registered barbers may have in its employ one (1) apprentice.

21. MODIFICATIONS

These Standards may be modified, if desired, but any such modification must be approved by the registration agency. Such modification shall not alter or affect apprenticeship agreements in effect at the time of modification without the consent of all parties affected.

THESE STANDARDS ARE HEREBY APPROVED:

Virginia Board for Barbers

Chairman _____

Date _____

REGISTERED WITH THE VIRGINIA APPRENTICESHIP COUNCIL:

Secretary _____

Date _____

WORK PROCESSES

1.	Haircutting and grooming	1200 hours
2.	Orientation, hygiene, skin disease, muscle and bone structure, and shaving	600 hours
3.	Chemical relaxers, perms, and color	800 hours
4.	Business and salon management	400 hours
	Total	3000 hours

SAFETY IS THE FIRST PRIORITY IN ALL APPRENTICESHIP PROGRAMS AND, AS THE SPONSORS PRIMARY RESPONSIBILITY, MUST BE TAUGHT AND PRACTICED CONTINUOUSLY IN ALL ON-THE-JOB PROCESSES .